
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS Training Materials		
6248	SPAHRs New Federal Overtime Rule Processing Guide	Effective Date: 11/02/2016
		Version: 1

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Overview

In May 2016, the Fair Labor Standards Act (FLSA), which governs federal minimum wage and overtime pay requirements, was changed, effective December 1, 2016. These changes will not affect employees who currently are in a nonexempt position (eligible for overtime pay). However, employees who are currently in an exempt position (not eligible for overtime pay) with salaries of \$47,476 or less, may have their positions reclassified to non-exempt.

Each state agency is responsible for making sure its employees are correctly classified with the effective date of December 1, 2016.

For more detailed information you may access the US Department of Labor Fact Sheet:

<https://www.dol.gov/whd/overtime/final2016/overtime-factsheet.htm>

Modifying Positions from Exempt to Non-exempt Status

Your Action ...	System Response ...
1. Choose PO (Position) from the Main Menu and press ENTER.	The Position Menu will appear.

PHFNC10	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	10/31/2016
PHIMAINU	PHIMAINM	Position Menu	02:00 PM
Code	Description	FastPath	
MP	Manage Position		
MW	Maintain FY Control Tables		
BA	Browse Active PINS	BRAP	
AP	Browse Active/Pending PINS	BRAPP	
AB	Browse Abolished PINS	BRABP	
BV	Browse Vacant PINS	BRVP	
PR	Produce PEP Report	PREP	
PV	View PEP Information	VPEP	
SV	List of Statewide Vacancies	LOSV	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Quit			

Your Action ...	System Response ...
2. Choose MP (Manage Position) from the Position Menu and press ENTER.	The Manage Position Menu will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2016
PHIMAINU PHIMAINM Manage Position Menu 02:01 PM

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Code	Description	FastPath
MP	Maintain Position Information	MNPI
IA	Intra-Agency Position Transfer	IAPT
RA	Full-time/Part-time Swap	FPTS
AA	Abolish Position	ABPO
TL	FY Time-Limited Position Re-authorization	TLPR
RR	Reallocation/Reclassification	RARC
PB	Program Budget Information	PBUD
P1	Produce PIN/OCCU PAR Indicator Report	PAR1
RP	Produce Program Budget Report By Agency	PINBUD
DP	Download of Position and Position Budget Info	
PE	Download of Position and Employment Details	POEM
PL	Browse Position Log File	POSL

Code: __

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End Quit

Your Action ...	System Response ...
3. Choose MP (Maintain Position Information) from the Manage Position Menu and press ENTER.	The Maintain Position Information screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2016
PHOPPN0D PHOPPN0M Maintain Position Information 02:04 PM
1 more >

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Action: = (A,C,D,M,N,P)

*Agency Nbr: _____	Approval: A
*PIN: _____	*FLSA Status: _
*OCCU: _____	*PIN County: _
OCCU Title: _____	SPB Process: Y
*Start Sal: _____ *End Sal: _____	Org Code: _____
SSN: - - - - -	*Supervision: _
*Exec Service: _	Geo. Location: _ _ _ _ _
*Service Type: _	*Type: _
Service Date: _ _ _ _ _	Exceed Head Sal: _
Part/Full: _ FTE: _	Hours: _
Months: _	Arrest Authority: N
*Auth: _	End Date: _ _ _ _ _
Auth Dt: _ _ _ _ _	Pos Swapped From: _
Trans Eff Dt: _ _ _ _ _	Transmit for Approval?: N

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
 Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
4. Choose Modify and enter the following information:	The Maintain Position Information screen will appear.
*Agency Nbr: SPAHRS agency code.	
*PIN: Position Number to be modified.	
5. Press ENTER.	

Your Action ...	System Response ...
6. Enter the following information: *FLSA Status: Enter the code representing the Fair Labor Standards Act status of the PIN. Trans Eff Dt: Enter 12/01/2016 as the effective date.	
7. Press F11.	The second panel of the Maintain Position Information screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2016
PHOPPN0D PHOPPN1M Maintain Position Information 02:12 PM
< 1 more
Action: = (A,C,D,M,N,P)

*Agency Nbr: _____
*PIN: _____
*WComp Class: _____ Report to: *Agcy: _____ *PIN: _____
*Schedule: _____ Teacher Months: _____ Nbr be paid: _____
*Retirement Pgm: _____ *Emolument Type: _____ Amt: _____
Recruitment Flex: _____ *Leg Mileage Type: _____ Mileage: _____
*Selection Exempt: _____ *Pay Method: _____ *Pay Frequency: _____
EE04 Exempt: N *PERS PIN Code: _____ *Extra Hrs: _____
PAR Required Ind: _____ Workers Comp Sub Agcy: _____ *RIF: _____
PAR Sort Code: _____ Warrant Sort Dtls: _____

Display *Addl Comp Effect Date End Date Pct
1__ of _____

Trans Eff Dt: _____ Transmit for Approval?: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End P Bgt Note Hist Bkwd Fwd Left Right Quit

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Your Action ...	System Response ...
8. Enter the following information: *Extra Hrs: Enter the code used for payment. It tells the system what to do with the extra hours that are entered into report time. This code must correspond to the FLSA code. Trans Eff Dt: Enter 12/01/2016 as the effective date. Transmit for Approval?: Change the "N" to "Y."	
9. Press ENTER.	The position has been modified and submitted to SPB for approval.